

# **SECTION IV: Committee Management Officer (CMO) Management Tools and Access to Advisory Committee Data**

The Committee Management Officer (CMO) uses the system to add and manage advisory committees, add and manage agency users of the system, update the information on advisory committees during the current reporting year, and produce reports on advisory committee trends across fiscal years. The Federal Advisory Committee Act (FACA) requires that the CMO provide information about the agency's advisory committees for an annual comprehensive review, both internally to the agency, and externally, as part of a government-wide review. The web-based database accommodates and builds upon those requirements by allowing the continual updating of committee information throughout the reporting year and providing committee management functionality. Keeping the data continuously up-to-date converts the system from a focus on history and records to a focus on management and immediate relevancy. With frequent and timely updates, the system becomes more useful to everyone, ranging from the public users to interested agency officials to congressional staff with oversight responsibility.

## **What is the FACA Database?**

The FACA database is a specialized database on the web. The **Federal Advisory Committee Act** originally required that specific data items about advisory committees be collected by the President annually and transmitted to Congress for review. Since 1997 this web-based database has been used by all the government agencies that have advisory committees to collect that data. This online system was demonstrated to Congress at a Government Reform Committee Hearing in 1998 and, since 1999, Congress has determined that it no longer requires the “**printed and transmitted**” annual report. The annual reviewing and reporting needs of the Congress and the President are met through the maintenance of the online system. The “CMO” user has access with edit and update rights to the current fiscal year's data for their committees via the Internet. The CMO is given their access rights, their logon (username) and their initial password by the Committee Management Secretariat. The CMO, like any other public user, can view all of the information on all of the committees of all the agencies available for the current reporting year in a read-only mode. At the same time, only the Designated Federal Official (DFO), or their designee, the agency CMO, or their designee, or a Committee Management Secretariat (CMS) staff member can edit or update the CMO's own agency's committee data for the current year.

## **What kind of data is being collected and maintained?**

For the CMO, the program collects, totals, accesses, and/or displays all the information available to the DFO, which includes

- Charters and related information,
- Members and their appointment information,

- Costs,
- The agency's recommendation for continuation or termination of the committee,
- The committee's recommendations to the agency and the actions taken on the recommendations (this will be added in the immediate future),
- Report titles, publication dates, and the text of the report,
- Meeting purposes, dates, location, whether the meetings were open or closed, and the minutes or transcripts,
- Activity and justification (raison d'être) information,
- DFO appointment and contact information,
- Decision maker contact information,
- Annual Performance Measures Data,
- Web site addresses for the committee or accessing committee information like the minutes, reports, and recommendations, and
- Committee interest or issue areas.

Specifically for the CMO the program also collects, totals, accesses, and displays information that includes

- A current year list of agency advisory committees and the committees' update status,
- An agency totals report of the distribution among committees of establishment authorities and committee functions, and the total meetings, reports, costs, and members,
- A listing of committee DFOs with their contact information,
- A complete set of the current annual comprehensive reviews for all the committees in the agency,
- Filters to limit the number of committees viewed on the Committee List page at any one time,
- The ability to add and manage agency users of the agency's committees' editable and reportable data,
- The ability to add a new committee to the FACA committee list online,
- A current status overview to quickly put the CMO in touch with the activity level of their committees as recorded in the online system and a growing set of heads-up/potential problem comparisons about and between agency committees and government averages,
- The available discretionary ceiling,
- The ability to create and manage sub-groups of committees within the agency, and
- E-mail listings for individuals in agency groups responsible for advisory committee activity.

In addition, when viewing an individual committee, the program allows the CMO to establish, renew, re-establish, amend, or terminate a committee, and upload a copy of the charter to the system (with the **Consultation** button). The DFO does not see the **Consultation** button when viewing their Committee Menu page. The database does not collect meeting announcements or other Federal Register announcements at the present

time, but it does have a page devoted to committee recommendations to the agency, the agency's use of those recommendations, and other performance measures.

## **How does the CMO use the system?**

FACA requires that each agency shall establish uniform administrative guidelines and management controls for advisory committees established by that agency, and that each agency shall maintain systematic information on the nature, functions, and operations of each advisory committee within its jurisdiction.

The law's language states that the head of each agency that has an advisory committee shall designate an Advisory Committee Management Officer (CMO) who shall –

- Exercise control and supervision over the establishment, procedures, and accomplishments of advisory committees established by that agency;
- Assemble and maintain the reports, records, and other papers of any such committee during its existence; and
- Carry out, on behalf of that agency, the provisions of section 552 of title 5, United States Code, with respect to such reports, records, and other papers.

The law also states that

- There shall be designated an officer or employee of the Federal Government to chair or attend each meeting of each advisory committee. The officer or employee so designated is authorized, whenever he determines it to be in the public interest, to adjourn any such meeting. No advisory committee shall conduct any meeting in the absence of that officer or employee.
- Advisory committees shall not hold any meetings except at the call of, or with the advance approval of, a designated officer or employee of the Federal Government, and in the case of advisory committees (other than Presidential advisory committees), with an agenda approved by such officer or employee.

The FACA database system is designed to support the above requirements by capturing relevant information when the committee is created online by the CMO, and to carry that information forward as it is edited and updated by the DFO or her designee from year to year until the information is no longer required. When a committee is first established and chartered by an agency, the information on the committee is generally entered by the CMO or his designee and should address most of the committee's general information, membership information, and estimated cost information requirements. Obviously, to function appropriately, the DFO should already be officially appointed, up-to-date, and involved in the committee's mission and charter when a committee is established (officially chartered). At the highest level, the process ordinarily proceeds as follows:

- The President, Congress, or a federal official in an agency decides that advice on an issue is needed and an advisory committee is the appropriate vehicle for getting that advice,
- The President executes an order or the congress passes a law that includes language assigning the responsibility for the committee to an agency. The agency, given it has the means and latitude, simply starts the process of developing a charter.

- The agency uses the administrative guidelines and management controls it established under the law (FACA) to develop the charter, secure members, appoint a CMO for the agency, appoint the DFO for the committee being established, and delegate or assign the other responsibilities established under FACA.
- The CMO confers with the Committee Management Secretariat (CMS) regarding the new committee, ensures that a DFO has been appointed, creates the new committee online using the system, files the charter with the appropriate congressional oversight committees, and provides the appointed DFO and his designees with logons to the system.

The CMO's step-by-step process with a new committee and the FACA Database system generally looks something like the following:

1) When a committee is going to be established and chartered, the CMO uses the **Add a Committee** hyperlink on the **Committee List** page to create a new committee online.

The information added during the online creation process should be complete enough to address the new committee's general information, membership information, meeting information, and estimated cost information requirements.

2) The CMO and the Committee Management Secretariat (CMS) use the **Consultation** process found on the new committee's **Committee Menu** page to complete the committee establishment.

3) The CMO uses the **User List** hyperlink to add the DFO and/or the DFO's designee as a user to the system.

4) The CMO has the DFO log onto the system and

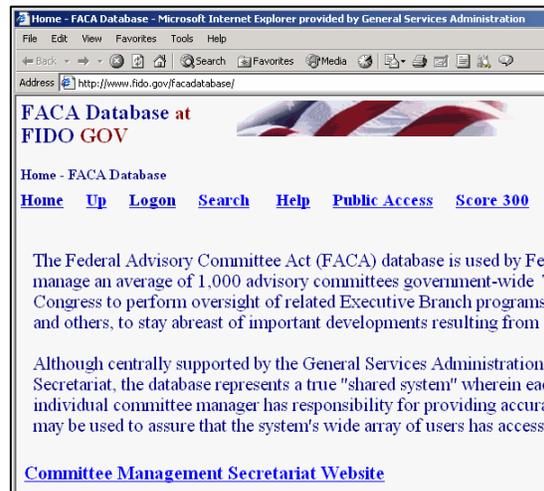
- Complete the edits to the **General Information** page. This contributes to the annual comprehensive review requirements and keeps the **Heads Up Reports** timely and useful,
- Add meetings as they are planned or as they occur, add the reports as they occur, and upload the meeting transcripts or minutes and reports as they become available,
- Add or delete members as they are appointed or replaced,
- Add or update costs as they occur,
- Add or update the web address if a web site is created for the committee,
- Add or update DFO contact information as it changes. This keeps the **DFO Report** useful.
- Recommend the continuance or termination of the committee by the end of the fiscal year,
- Report the Performance data at the end of the reporting year,
- Report the recommendations of the advisory committee to the agency and the agency's response or use of the recommendations, and
- Verify the accuracy and completeness of the committee data for the reporting year at the end of the reporting year.

The DFO, or the CMO if she or he chooses to do any or all of the tasks above, will find that the general information, costs, and member data added during the establishment of the committee has been carried forward to the relevant annual comprehensive review

pages. At the end of any reporting year the program carries all of the committee data forward into the newly created year except for meetings and reports.

The CMO will also find the read-only **Public Access** modules of the system useful to their management concerns. Using the [Search](#) feature (when it is switched on and working), the CMO can discover what other committees exist in other agencies with issues and concerns similar to committees they are planning to charter. With that knowledge, the CMO can [Drill Down](#) to the specific committees and determine if the system has information useful to them, or they can identify people in the other agency to contact for further investigation. From the **Public Access** area, the CMO drills down from the **Year** to the **Agency** to the specific **Committee** to view the desired information. At any time the CMO can **Search** the entire collection for any word or phrase, use a [Filter](#) or [Database Search](#) to limit the data displayed, and/or [Download](#) selected data to a spreadsheet or data table. Topical Committee Reports, the printed Annual Reports submitted by the President to Congress from 1972 through 1998, and the Annual Comprehensive Reviews conducted each year will be added to the **Public Access** section as they become available.

The opening screen for the **FACA Database** lets **CMOs** know that they have found the data repository and lists their options. The most direct address for the system is <http://www.facadatabase.gov>. The FACADatabase is part of the shared-interagency-database family at <http://www.fido.gov>. Buttons and hyperlinks control navigation throughout the system. The **Navigation Buttons** and hyperlinks that are visible change depending upon the purpose of the page and the requirements (or access rights) of the user. The navigation buttons and hyperlinks are located in the top border and the left border areas of the browser page. CMOs should move from page to page with the navigation buttons and hyperlinks as much as possible and avoid use of the browser menu and buttons (like the arrows to go back or forward) unless specifically instructed to do so on the web page they are viewing.



We emphasize the avoidance of the browser buttons because the **FACA Database** is truly a database and an online application. A database and online application operates differently on the Internet than purely informational net pages. Normal browser buttons are designed to take the user backwards and forwards to pages of static, unchanged, and perhaps unrelated content. The pages of a database system change in content with every selection, filter, edit, save, insert, and delete, but have a distinct, "keyed" relationship with the preceding and following pages as the user drills down or moves back up through the data. The user is involved in a content-limited work session, and if you start jumping around using the browser commands and button menus, it is possible for the database

application to lose track of who you are and what committee you are working on. It doesn't happen often, and the technology is improving to prevent this conundrum, but a word to the wise.

The eight hyperlinks on the opening screen navigate to **Home**, **Up**, **Logon**, **Search**, **Help**, **Public Access**, **Score 300**, and the **Committee Management Secretariat** pages.

The cursor becomes a hand as the mouse moves over the hyperlink so the user can tell which link is being selected.

[Up](#) moves the user up (or back) to the Federal Interagency Databases Online (FIDO) page.

[Search](#) allows the user to search for any text or phrase in the entire set of data stored as part of this system. That includes the data comprising the fiscal year summaries, the committee charters, and any stored meeting minutes or reports. A complete discussion of the **search feature** is found in the Public Access (Section 1) part of the system manual. The search capability will always be constrained by the Internet search technology, our web site programming ability, and the quality and completeness of the data entered.

[Help](#) explains the syntax, terms, and meaning of items of information collected in previous years as part of that year's Annual Report (before 1999) or Annual Comprehensive Review (after 1998). It also displays a selection of manuals that explain the system's functionality to the different types of users. This manual is for the part of the system designed for CMO access. The manuals can be viewed on the screen with Microsoft Word or Adobe Acrobat Reader and printed.

**FACA Database** 

Help Page  
[Home](#) [Search](#)

<a href="#">Public Help Manual</a> <a href="#">.pdf</a> <a href="#">.doc</a>
<a href="#">DFO Help Manual</a> <a href="#">.pdf</a> <a href="#">.doc</a>
<a href="#">GFO Help Manual</a> <a href="#">.pdf</a> <a href="#">.doc</a>
<a href="#">CMO Help Manual</a> <a href="#">.pdf</a> <a href="#">.doc</a>
<a href="#">Complete Help Manual (extremely large file)</a> <a href="#">.pdf</a> <a href="#">.doc</a>

**What Each ITEM NO. Means:**

The items with numbers have the same numbering system that was used on paper reports before 1997. They are arranged below in the same order that they are found on the web site. They are behind hyperlinks using the same names as the groupings below.

**General Information:**

**1. Department or Agency:** This item is required. This agency abbreviation is the two to five letter agency abbreviation for the highest department or agency level to which the committee belongs, e.g., HHS, EPA. It is established by the agency and cannot be edited on this page.  
The **Fiscal Year** being reported, e.g., 2000, 2001, **2002**, 2003, etc. cannot be edited on this page. This item is required.  
The **Full name of the committee**, or subcommittee, as listed in the current charter, e.g., **Arkansas Advisory Committee**, cannot be edited on this page. This item is required.

**Committee Status:** This item is required. The status will display as **Chartered** or **Terminated** and cannot be edited on this page. This data is displayed as a result of actions taken on the **Consultation** page.

**4. New Committee:** This item is required. This item is **Yes** if the committee was established during the fiscal year being reported, otherwise **No**, and cannot be edited on this page.

**5. Current Charter Date:** This item is required. This is the **date** the most recent charter for the committee was filed, e.g., **04/17/2002**. This data is displayed as a result of actions taken on the **Consultation** page and cannot be edited on this page.

**6. Expected Renewal Date:** This item is required. This is the **date** on which the current charter is expected to be renewed and re-filed, e.g., **04/17/2004**. This date is normally 2 years after the Charter Date described in 5 above, and is automatically entered by the program due to actions on the **Consultation** page. This date can be edited on this page if a different date is appropriate, needed, or anticipated.

**7. Expected Termination Date:** This is the **date** on which committee will terminate based upon information in the legislation, Executive order, or charter, or could reasonably be expected to terminate. This date is unnecessary if the committee is not expected to terminate and the Renewal Date is 2 years later than the Current Charter Date.

**Public Access** takes the CMO to a page listing the **Fiscal Years** of reported data in the system, the [Database Search](#), the **Member Search**, the [Download Center](#), and the available **Annual Comprehensive Reviews/Summaries** completed since the cessation of the printed, transmitted, annual report. All the data is read-only. A reviewer must always consider the data for the current fiscal year incomplete unless they know with certainty that the DFO updates the information throughout the year as events take place. At the end of the fiscal year, however, each DFO and the agency's CMO are required by law to verify the accuracy and completeness of each committee's data. The standard operating procedure is that the information on a committee should not be deemed official and complete until that committee's data has been verified by the agency CMO for that fiscal year.

[Logon](#) allows CMOs or their designees who are responsible for the committee data and who have editing rights to log on to the current year and view and update the management data. Users with DFO rights can edit and update their individual committees, users with CMO rights can edit and update all of their agency's committees, and the Committee Management Secretariat's staff can edit and update all the agencies' data.

[Committee Management Secretariat](#) links the CMO to the Committee Management Secretariat's home page on the GSA Portal. This home page is the launching point for a comprehensive examination of the advisory committee process, practices, history, case law, advice and training.



## Logging onto CMO Committee Maintenance Activities

Clicking the **Logon** button displays the **Logon** page. The **Logon** page has four main navigation hyperlinks, three quick-report hyperlinks, four data fields and one submit button. The Navigation hyperlinks are [Home](#), [Up](#), [Search](#), and [Help](#). **Home** returns to the system's opening page and ends the work session. We discussed **Up**, **Search**, and **Help** above. The report hyperlinks are [Score 300](#), [Presidential Committees](#), and [Presidential Members](#), which are helpful status reports. The data fields are the **LOGON** Text Box, the **PASSWORD** Text Box, the **OOPS** Check Box, and the **I WANT TO CHANGE** Check Box. The submit button is [Continue](#).



To **Logon**, the CMO enters his/her username in the **Logon:** Text Box field and their password in the **Password:** Text Box field. When the **Continue** button is clicked, the program advances to the CMO's **Committee List** page. The CMO can change their user information any time they are logging in by checking the **I WANT TO CHANGE** Check Box before they click the **Continue** button.

Existing Logon **kfcmo** Existing Password **kfcmo**

Please use your EMAIL ADDRESS to logon.  
Security is improved.  
This screen will NOT appear, if you do.

First Name  Last Name  Phone

Enter Email address

Confirm Email address

Enter Password

Confirm Password

If the user fills out the User Profile/Information page, **including their e-mail**, than the **OOPS** Check box will work. To receive an email with their password, on the Logon Screen shown on the previous page the user enters their **LOGON**, checks **OOPS**, and clicks the **Continue** button.

**Logon Failed**

Your logon or password is not correct.  
Please click the Up button.

If the CMO receives a **Logon Error**, they should note the error explanation and contact the Committee Management Secretariat to adjust their access rights. If you enter an incorrect Logon or Password, you receive the “Logon-Password not correct” error.

If your dates for access have expired, you receive “the Logon Date has been exceeded” error. The error displays “**ask your CMO**”, but in the case of the CMO getting the error, it really means “Ask Ken”.

**Logon Error**

Your authorized end date has been exceeded. Ask your CMO to extend your user end date.

Please click the Up button.

If the Committee Management Secretariat has designated you as an “inactive” user, you see the “inactive logon” error when you attempt to logon. In this case, the CMO also calls Ken.

**Logon Error**

Your logon is not active. Ask your CMO to update your user information.

Please click the Up button.

The “**Score 300**” hyperlink displays an activity ranking of agencies for the current fiscal year. It is a quick way to rank both the usage of the system by agencies as well as the likeliness of completeness and accuracy in the data for the public user. The color and the number of committees updated reveal how much data entry/updating activity has occurred thus far this year. Think of it as friendly

Agency	Committees	Updated	Verified By CMO	Verified By GFO	Verified By DFO	CMO Roll Over	Last Time Updated	Total Score
FASAB-Federal Accounting Standards Advisory Board	1	1	1	1	1		2/7/2003 1:58:48 PM	225
SSA-Social Security Administration	1	1	0	0	1		4/16/2003 9:43:09 AM	150
ADF-African Development Foundation	1	1	0	0	0		3/13/2003 11:05:01 AM	75
CPAI-Commission on the Future of the United States Aerospace Industry	1	1	0	0	0		1/24/2003 12:12:46 PM	75

competition. The user returns from the **Score 300** page using the **Up** hyperlink. Clicking the **Presidential Committees** hyperlink displays basic committee information on committees that are either Presidential in type or established by the President. A committee is Presidential in type if it reports to the president even though it may have been established by Congressional Act. The committee listed in the third row is an example of Presidential type.

FY	Agency Abbr	Committee Name	Member	Start Date	End Date	Appointment Type	App
2002	AID	Board for International Food and Agricultural Development	Cosim, Mr. Erharm	6/30/98	1/20/01	Presidential	No F
2002	AID	Board for International Food and Agricultural Development	Demb, Dr. Ada	7/28/95	1/20/01	Presidential	No F
2002	AID	Board for International Food and Agricultural Development	Debelle, Dr. Evan S.	12/12/00	12/11/02	Presidential	2 year

Clicking the **Presidential Members** hyperlink displays a list of committee members appointed by the President that are in the current year’s member list. These two hyperlinked reports are on the logon page to remind users logging on that these reports exist at the request of the White House Personnel office. These reports,

like all of the database’s reports for the current year, are only as useful and accurate as the data is kept up-to-date. They are also good reasons for weekly updates to the system.

These reports, like all of the database’s reports, can be downloaded to the user’s computer for more direct use and customization via the **Spreadsheet**, **XML**, and **ASCII** hyperlinks. The **XML** selection allows import into almost any kind of database. The **ASCII** selection creates a text file that can be imported into any word processor. None of the data kept for public accession online is subject to privacy provisions. Any public user may download all of the publicly accessible stored data in the online system.

App	Appointment Term	Pay Plan	P
	No Fixed Term	None	N

## The CMO's Committee List and Management Activities

When the CMO logs on to the system, they are taken straight to the **Committee List** Page for their agency. The Committee List page provides the CMO with access to any of their committees, and displays the hyperlinks that navigate to most of the management

FACA Database at FIDO GOV		
Committee List		
<a href="#">Home</a> <a href="#">Up</a> <a href="#">Logon</a> <a href="#">Search</a> <a href="#">Help</a> <a href="#">Public Access</a> <a href="#">Score 300</a> <a href="#">FY2004</a> <a href="#">kf cmo CMO</a> <a href="#">Reports</a> <a href="#">ACR Totals</a> <a href="#">Agency Totals</a> <a href="#">DFO</a> <a href="#">All Annual</a> <a href="#">Tools</a> <a href="#">Current Status</a> <a href="#">Add A Committee</a> <a href="#">Email Addresses</a> <a href="#">Manage Groups</a> <a href="#">Manage Users</a> <a href="#">End of FY</a> <a href="#">Avail Ceiling 1</a>		
Department of Veterans Affairs		
Committee Name	Number	Last Updated
<a href="#">Advisory Committee on Cemeteries and Memorials</a>	1328	4/7/2004
<a href="#">Advisory Committee on Former Prisoners of War</a>	1330	6/10/2004
<a href="#">Advisory Committee on Homeless Veterans</a>	13849	6/22/2004
<a href="#">Advisory Committee on Minority Veterans</a>	1983	4/14/2004
<a href="#">Advisory Committee on Prosthetics and Special-Disabilities Programs</a>	33	7/16/2004
<a href="#">Advisory Committee on Structural Safety of Department of Veterans Affairs Facilities</a>	34	
<a href="#">Advisory Committee on the Readjustment of Veterans</a>	1331	4/8/2004
<a href="#">Advisory Committee on Women Veterans</a>	1332	4/8/2004
<a href="#">Capital Asset Realignment for Enhanced Services (CARES) Commission</a>	15123	4/6/2004
<a href="#">Chiropractic Advisory Committee</a>	13812	4/6/2004
<a href="#">Clinical Science Research and Development Service Cooperative Studies Scientific Merit Review Board</a>	2018	11/25/2003
<a href="#">Department of Veterans Affairs Voluntary Service National Advisory Committee</a>	195	
<a href="#">Geriatrics and Gerontology Advisory Committee</a>	64	4/8/2004
<a href="#">Gulf War Veterans' Illnesses and Deployment Health Scientific Merit Review Board</a>	21502	5/20/2004
<a href="#">Health Services Research and Development Service Scientific Merit Review Board</a>	2020	8/9/2004

functionality in this web system. We will discuss the hyperlinks first, then the option buttons, and finally, access to the individual committees.

The **Committee List** page currently displays fourteen hyperlinks in addition to the links to the agency's committees. We have already discussed **Home**, **Up**, **Search**, **Help**, and **Score 300**. The new links are to other report and management areas that the CMO should find useful. The links are grouped by:

### Reports:

- [ACR Totals](#)
- [Agency Totals](#),
- [DFO Report](#), and
- [All Annual Reports](#).

### Tools:

- [Current Status](#),
- [Add a Committee](#),
- [Emails Addresses](#),
- [Manage Groups](#), and
- [Manage Users](#).

### End of FY:

## ACR Totals

The ACR Totals Report link displays the ACR Totals page. These totals are for the categories of performance measures that are of interest to the agency, Congress, and the public during and after the reporting year.

FACA Database at FIDO GOV		
Annual Comprehensive Review Totals Report		
<a href="#">Home</a> <a href="#">Up</a> <a href="#">Logon</a> <a href="#">Search</a> <a href="#">Help</a> <a href="#">Public Access</a> <a href="#">Score 300</a> <a href="#">FY2004</a>		
<b>FY 2004 Performance Measures Totals Report</b>		
71 Committees Reported 914 Did Not		
What are the most significant program outcomes associated with this committee?		
	Yes	%
Improvements to health or safety	12	16.9
Trust in government	46	64.8
Major policy changes	30	42.3
Advance in scientific research	20	28.2
Effective grant making	4	5.6
Improved service delivery	18	25.4
Increased customer satisfaction	21	29.6
Implementation of laws or regulatory requirements	25	35.2
Other	13	18.3
What are the cost savings associated with this committee?		
None	19	
Unable to Determine	39	
<\$100,000	0	

## Agency Totals

The Agency Totals Report link displays the Agency Totals page. These totals are for categories of committee activity that are of interest to the agency, Congress, and the public during and after the reporting year.

The report totals new committees, terminated committees, the distribution of committees by authority or function, the number of meetings, reports, members, costs, and federal staff time engaged in the agency's advisory committee effort.

ACTIVE	ACTIVE COMMITTEES	26
ADMIN INACTIVE "Y"	ADMINISTRATIVELY INACTIVE COMMITTEES	0
4. NEW "YES"	NUMBER OF NEW COMMITTEES	2
8a. TERMINATE "YES"	NUMBER OF TERMINATED COMMITTEES	0
11. COMMITTEE AUTHORITY	a. REQUIRED BY STATUTE	17
	b. AUTHORIZED BY STATUTE	0
	c. AGENCY AUTHORITY	8
	d. PRESIDENTIAL DIRECTIVE	1
14. COMMITTEE TYPE	a. AD HOC	0
	b. CONTINUING	26
	c. PRESIDENTIAL	1
15. COMMITTEE DESCRIPTION	a. NATIONAL POLICY/ISSUE	7
	b. NON-SCIENTIFIC	8
	c. SCIENTIFIC/TECHNICAL	10
	d. GRANT REVIEW	0
	e. REGULATORY NEGOTIATION	0
	f. OTHER	1
16a. REPORTS	NUMBER OF REPORTS	1
17. MEETINGS	a. OPEN	6
	b. CLOSED	0
	c. PARTIALLY CLOSED	0
	d. TOTAL	6

The accuracy of the report at any point in time during a current, active reporting year depends upon the frequency and timeliness of committee information data entry on the part of the DFOs. The timeliness and frequency of DFO data entry depends, for a large part, on the requirements, interest, and guidance demonstrated or provided by the agency leadership and the agency CMO.

	DATA ELEMENTS	CURRENT ACTUAL	NEXT ESTIMATE
<b>18. COMMITTEE COST</b>	<b>a. PERSONNEL PAYMENTS</b>		
	<b>(1) NON-FEDERAL MEMBERS</b>	<b>\$151,420.00</b>	<b>\$502,298.00</b>
	<b>(2) FEDERAL MEMBERS</b>	<b>\$366,378.00</b>	<b>\$35,500.00</b>
	<b>(3) FEDERAL STAFF</b>	<b>\$3,235,630.00</b>	<b>\$3,265,630.00</b>
	<b>(4) NON-MEMBER CONSULTANTS</b>	<b>\$2,098,094.00</b>	<b>\$2,098,094.00</b>
	<b>b. TOTAL TRAVEL AND PER DIEM</b>	<b>\$1,676,391.00</b>	<b>\$1,822,391.00</b>
	<b>c. OTHER</b>	<b>\$322,983.00</b>	<b>\$322,983.00</b>
	<b>d. TOTAL</b>	<b>\$7,850,896.00</b>	<b>\$8,046,896.00</b>
<b>19. FEDERAL STAFF SUPPORT YEARS</b>	<b>TOTAL FTE YEARS</b>	<b>37</b>	<b>37</b>
<b>5. TOTAL MEMBERS SERVING DURING FISCAL YEAR</b>		<b>633</b>	

## DFO Report

Committee	Name	Title	Phone	Fax	Eail
Advisory Committee on Cemeteries and Memorials	Paige Lowther	DFO	202-273-5164	202-273-6790	paige.lowther@mail.va.gov
Advisory Committee on Former Prisoners of War	Dennis Rhoades	DFO	202.273.7334	202-275-1728	capdrhoa@vba.va.gov
Advisory Committee on Homeless Veterans	Pete Dougherty	Homeless Program Specialist	202-273-5774		Pete.Dougherty@mail.va.gov
Advisory Committee on Minority Veterans	Anthony Hawkins	Associate Director, Center for Minority Veterans	202-273-6708	202-273-7092	00mcmv@mail.va.gov

The **DFO Report** link displays the **DFO Report** page, a listing of the Committees and the assigned DFOs' contact information. Like all the system's current year reports, this information is only as useful as the DFOs' timeliness in keeping their information up to date.

## All Annual Reports

The **All Annual Reports** link displays a printer-friendly, continuous, scrollable page of all the reportable information for all the committees in the agency for that year to date. This report is generally only useful after the end of the reporting cycle after the end of the fiscal year. Depending upon the number of committees in the agency, this page can take a "very" long time to generate the first time it is created, loaded to the web site, and displayed on the screen. This page can also be

<b>2002 Annual Report: Review of Federal Advisory Committee</b>			
8/6/2002 9:53:05 AM			
1. Department or Agency	2. Fiscal Year		
<b>Department of Veterans Affairs</b>	<b>2002</b>		
3. Committee or Subcommittee	3b. GSA Committee No.		
<b>Advisory Committee on Cemeteries and Memorials</b>	<b>1328</b>		
4. Is this New During Fiscal Year?	5. Current Charter	6. Expected Renewal Date	7. Expected Term Date
<b>No</b>	<b>9/5/2001</b>	<b>9/5/2003</b>	
8a. Was Terminated During FY?	8b. Specific Termination Authority	8c. Actual Termination Date	
<b>No</b>			
9. Agency Recommendation for Next FY	10a. Legislation Req to Terminate?	10b. Legislation Pending?	
<b>Continue</b>			
11. Establishment Authority	Statutory(Congress Created)		
12. Specific Establishment Authority	13. Effective Date	14. Committee Type	14c. Presidential?
<b>38 U.S.C. 2401</b>	<b>6/18/1973</b>	<b>Continuing</b>	<b>No</b>
15. Description of Committee	Non Scientific Program Advisory Board		
16a. Total Number of Reports	0		
16b. Report Titles and Dates			
17a Open:	0	17b. Closed:	0
		17c. Partially Closed:	0
		17d. Total	0
		Current Fiscal Year	Next Fiscal Year
18a(1) Personnel Pmts to Non-Federal Members		<b>\$13,920</b>	<b>\$13,920</b>
18a(2) Personnel Pmts to Federal Members		<b>\$0</b>	<b>\$0</b>
18a(3) Personnel Pmts to Federal Staff		<b>\$40,272</b>	<b>\$40,272</b>
18a(4) Personnel Pmts to Non-member Consultants		<b>\$0</b>	<b>\$0</b>

saved to a **Word** document, although the larger the number of committees, the larger the file size and the longer the save process. Once in Word, the user can add page breaks and other formatting features to display the reports as required. To return from this page to the system menu pages is an instance of when the CMO will have to use the browser **Back** button.

## Current Status

The **Current Status** link in the **Tools** group is an assortment of helpful, heads-up and on-guard reports for the CMO and other parts of the agency leadership.

Annual Reporting Activity			<a href="#">Agency Contact List (CMO,GFO,DFO,DMC)</a>
Total Committees	26	Total Verified By CMO	0
Total Updated This FY	4	Total Verified By GFO	0
Total Updated This Week	0	Total Verified By DFO	0
			<a href="#">Score 300 Report</a>
			<a href="#">Compare to Government Report</a>

Reports (signified by a hyperlink) are only generated if data is present that makes the report potentially relevant or suggests that a “possible” problem could exist.

Upcoming Events (Next 6 Months)		
Scheduled Meetings	0	
Committee Renewals	4	<a href="#">Renewals Report</a>
Committee Terminations	8	<a href="#">Terminations Report</a>
Member Expirations	366	<a href="#">Member Expirations Report</a>

For instance, the **General Info** page has a **Yes/No** response field regarding whether any committee members are **Presidential Appointments**. The **Members List** page has an appointments field that indicates the source authority of the appointment. Is there a problem if the pages don't agree? Usually! Could there be a reasonable explanation for the conflicting information? Possibly? In all cases, intelligence is to be applied. These report items are potential alerts, not flags that specific content is wrong.

Possible Problems		
Pres Members don't match Pres Appoint	0	
Meeting Dates not in FY	0	
Reports Dates not in FY	0	
Costs with No Meetings	20	<a href="#">Costs with No Meetings Report</a>
Cost with No Reports	23	<a href="#">Costs with No Reports Report</a>
Members with Bad Dates	68	<a href="#">Member Bad Dates Report</a>
Members with No Email	466	<a href="#">Member No Email Report</a>
CMOs with No Email	0	
DFOs with No Email	2	<a href="#">DFO No Email Report</a>
Decision Makers with No Email	26	<a href="#">Decision Maker No Email Report</a>
Administratively Inactive	0	

## Agency Contacts List

The **Agency Contacts List** includes everyone in the agency with Logon rights in the **Users List**.

Annual Reporting Activity			<a href="#">Agency Contact List (CMO,GFO,DFO,DMC)</a>
Total Committees	26	Total Verified By CMO	0
Total Updated This FY	4	Total Verified By GFO	0
Total Updated This Week	0	Total Verified By DFO	0
			<a href="#">Score 300 Report</a>
			<a href="#">Compare to Government Report</a>

# FACA Database

Agency Contacts

[Home](#) [Up](#) [Search](#) [Help](#) [Score 300](#) [FY2003](#) [kfcmo](#) [CMO](#)

## Department of Veterans Affairs - Contact List

### CMO

Name	Agency	Title	Phone	Fax	Eail
Hora Egan	Department of Veterans Affairs	CMO	202-273-4808	202-273-7236	hora.egan@mail.va.gov

### GFO List

Name	Group	Title	Phone	Fax	Eail
TBD	VA-National Cemeteries Administration				
Vivian Drake	VA-Office of the Secretary	GFO			vivian.drake@mail.va.gov
TBD	VA-Veterans Benefits Administration				
Levene Belton	VA-Veterans Health Administration	GFO	202-273-6642	202-273-7199	levene.belton@hq.med.va.gov

### DFO List

Name	Committee	Title	Phone	Fax	Eail
Paige Lowther	Advisory Committee on Cemeteries and Memorials	DFO	202-273-5164	202-273-6790	paige.lowther@mail.va.gov
Gailand Smith	Advisory Committee on Former Prisoners of War	DFO	202-273-5449	202-275-1728	capgmt@ova.va.gov
Pete Dougherty	Advisory Committee on Homeless Veterans	Homeless Program Specialist	202-273-5774		Pete.Dougherty@mail.va.gov
Charles Nesby	Advisory Committee on Minority Veterans	Director, Center for Minority Veterans	202-273-6708	202-273-7092	charles.nesby@mail.va.gov
Cynthia Wade	Advisory Committee on Prosthetics and Special-Disabilities Programs	DFO	202-273-8485	202-273-9143	Cindy.Wade@mail.va.gov
Krishna (Kris) Banga	Advisory Committee on Structural Safety of Department of Veterans Affairs Facilities	DFO	202-565-9370	202-565-9014	krishna.banga@hq.med.va.gov
Charles Flora	Advisory Committee on the Readjustment of Veterans	DFO	202-273-8969	202-273-9071	Flora.Charles@mail.va.gov
Irene Trowell-Harris	Advisory Committee on Women Veterans	DFO	202-273-6193	202-273-7092	Irene.Trowell-Harris@mail.va.gov
Richard Larson	Capital Asset Realignment for Enhanced Services (CARES) Commission	DFO	202-273-4800	202-273-4877	Richard.Larson@med.va.gov
Sara McVicker	Chiropractic Advisory Committee	Clinical Program Manager	202-273-8559	202-273-9148	sara.mcvicker@mail.va.gov
Jim Delgado	Department of Veterans Affairs Voluntary Service National Advisory Committee	DFO	202-273-8952	202-273-8940	jim.delgado@mail.va.gov

## Compare to Government Report

The **Compare to Government Report** on the next page in this manual compares agency averages to government-wide averages. Of course, this kind of report is only as useful as the agency data is up-to-date and the rest of the government data is up-to-date. We will be adding functionality to allow agencies and committee to do some data mining and to compare themselves across years, i.e., the agency to itself and the committee to itself in previous years.

Avg Meetings per Committee	0.08	0.92
Avg Cost per Meeting	\$3,925,448	\$277,407
Authority - Presidential	1	50
Authority - Statute	0	215
Authority - By Law	17	444
Authority - Agency	7	262
Function - Grant Review	0	99
Function - Special Emphasis	0	27
Function - National Policy	7	152
Function - Regulatory	0	9
Function - Non-Scientific	9	325
Function - Scientific	8	211
Function - Other	1	148

Comparisons			
	Agency	Govt	Pct
Total Committees	25	971	2.6
Total FTE	37	112140	0.0
Avg FTE per Committee	1.49	115.49	
Total Costs	\$7,850,896	\$248,001,416	3.2
Avg Cost per Committee	\$314,036	\$255,408	
Total Members	633	44925	1.4
Avg Cost per Member	\$12,403	\$5,520	
Total Reports	2	91	2.2
Avg Cost per Report	\$3,925,448	\$2,725,290	
Open Meetings	2	411	0.5
Partially Open Meetings	0	24	0.0
Closed Meetings	0	459	0.0
Total Meetings	2	894	0.2
Avg Meetings per Committee	0.08	0.92	

## Add a New Committee

Despite the fact that at least one government agency has more than 250 advisory committees, creating a new Federal Advisory Committee is not a casual act and usually requires an enormous amount of collaboration and coordination. When the agency has completed all the background work and the CMO is ready to add a new advisory committee to the agency roster, doing so can occur online with the [Add a Committee](#) link from the **Tools** group.

The **New Committee Information** form has fields for all the information required by the Federal Advisory Committee Act to establish a new committee. The CMO should fill each field out completely and specifically. No field should be left blank. If, for some unimaginable reason, the CMO does not replace the “directions” in the data-entry fields with committee-specific information, the “directions” should be left intact to be answered by whoever will be filling them out, as every field is a required field. The information required by this form was developed by the agency in the process of formulating the charter. Once entered, the data will carry forward to all the committee pages used for the annual review process.

The first text box requires a unique committee name. The name must be unique not only to the agency but to the entire list of advisory committees, hence the **Check Name Availability** button. The second text box asks the CMO to select the establishment authority under which the committee is being created. When the CMO clicks **the Check Name Availability and Ceiling** button, the program checks to see if the name is already in use and, when the authority is discretionary, if the agency has available slots for new discretionary committees.



The CMO should be aware of the agency’s room to create new “discretionary” committee since their available “ceiling” (or room to grow) is displayed on the **Committee List** page below the [Add a Committee](#) hyperlink. This is not an issue if the committee is established with Presidential or Congressional Authority.

If either of those tests fail, the CMO is alerted immediately with a message similar to the one below. If the CMO should get an unexplainable error, they should stop what they are doing immediately or their computer could blow up. Well, maybe not, but at least call Dr. Fussell and clue him in that there is a problem.



Sorry, but you can not add this committee now. The committee name that you have chosen is already in the system. Please choose a different name or contact Dr. Fussell for further information.

[Return to Committees List](#)

If the name is unique and the agency has sufficient ceiling, the CMO continues to fill out the information. The required information already exists in electronic format in documents, previously exchanged e-mails, and word-processing files generated within the agency while formulating the new committee's charter and mission. The CMO displays the relevant document in a word-processing program, "copies" the needed information from that document, and "pastes" that information into the appropriate fields in the FACA online New Committee Information form. The CMO may find it occasionally helpful to point out to others urgently trying to set up a new committee, that if this information does not already exist in some kind of accessible electronic media, perhaps the agency is not quite ready to establish the committee.

**Add A Committee**

[Home](#) [Up](#) [Search](#) [Help](#)

**New Committee Information (\* = Required)**

\*Please Enter New Committee Name:

\*Establishment Authority:

\*Expected Termination Date:  eg 01/25/2001

\*Total Estimated Number of Meetings:

\*Estimated Number of Meetings per Year:

\*Committee Type:

\*Briefly Describe Scope and Objectives:

\*Briefly Describe Duties and Responsibilities:

\*Why the Committee is essential:

Every single entry will find its way into the FACADatabase. Please don't give in to the temptation to be as pithy as the example. The data entry page continues below the bottom of the screen. Scroll down to fill all of it out. The **Total Estimated Number of Meetings** field and the **Estimated Number of Meetings per Year** field use a numeric response. Please type in the number "20" instead of

\*Why advice of the Committee is not available from Other Sources:

\*How is membership balanced:

Remarks:

Committee Costs (DO NOT USE \$ in numbers)		
Description	Current FY	Next FY Estimate
Personal Pmts: Non-Federal Members	<input type="text" value="0"/>	<input type="text" value="0"/>
Federal Members	<input type="text" value="0"/>	<input type="text" value="0"/>
Federal Staff	<input type="text" value="0"/>	<input type="text" value="0"/>
Non-Member Consultants	<input type="text" value="0"/>	<input type="text" value="0"/>
Travel/Per Diem: Non-Federal Members	<input type="text" value="0"/>	<input type="text" value="0"/>
Federal Members	<input type="text" value="0"/>	<input type="text" value="0"/>
Federal Staff	<input type="text" value="0"/>	<input type="text" value="0"/>
Non-Member Consultants	<input type="text" value="0"/>	<input type="text" value="0"/>
Other Costs:	<input type="text" value="0"/>	<input type="text" value="0"/>

"20 meetings", and type in "4" instead of "4 per year". There should be some projected costs shown as well. The data that is entered will be copied into the fields used for the comprehensive annual review. It is understood that all these entries are probably estimates that will be updated and corrected later. Every field except "Remarks"

requires an entry. Costs are in whole dollars, so use numbers without dollar signs (\$), commas (,), and decimals (.).

As mentioned above, when the new committee is submitted by clicking the **Add This Committee** button, the data is transferred to the comparable fields for the annual review process. The new committee is created in the system and the **Consultation** page for the new committee is presented to the CMO user. An automatic “alert” e-mail is generated by the system and sent to the agency’s Desk Officer at Committee Management Secretariat.

Whenever the **Consultation** page is Updated and saved, the program will generate an e-mail to the Agency CMO and the Desk Officer at Committee Management Secretariat, alerting the staff to the new committee. If the CMO creates a committee and does not notice an e-mail proclaiming the action, it would behoove them to contact CMS and let their Desk Officer know. At this point in the creation of a new committee online, the CMO can open any of the pages accessible from the Committee Menu and further edit the data they added to the fields in the Add A Committee form. As an alternative, of course, the CMO could add the DFO to the Agency user list and have the DFO log on and bring all the committee information up-to-date. The [DFO System Manual](#) discusses the complete scope of committee information that should be added or maintained in each discrete fiscal year.

Address: http://www.fido.gov/facadbasedatabase/consultations.asp

FACA Database at FIDO GOV

Consultations Information

Home Up Logon Search Help Public Access Score 300 FY2004 kf cmo

VA 1332-Advisory Committee on Women Veterans

Upload Charter to FACA Database

[View Charter](#)

ConsultationsID	ConsultNo	ConsultType	ReceivedDate	ConcurredDate	CharterDate	Chan
<a href="#">Edit</a>	7	Renewal	9/11/2003	9/12/2003	11/6/2003	
<a href="#">Edit</a>	6	Renewal	8/28/2001	8/29/2001	12/31/2001	12/31
<a href="#">Edit</a>	5	Renewal	9/28/1999	9/29/1999	9/22/1999	9/22/
<a href="#">Edit</a>	4	Renewal	9/30/1997	9/30/1997	9/26/1997	9/26/
<a href="#">Edit</a>	3	Renewal	9/29/1995	9/29/1995	9/26/1995	9/26/
<a href="#">Edit</a>	2	Renewal	11/4/1993	11/4/1993	9/29/1993	9/29/

Before leaving the **Consultation** page the CMO should click the **Edit** link and add any data necessary to complete their part of the initial consultation process. The consultation record shows that the type of consultation is an **Establishment**. Creating a new committee with the **Add a Committee** form is always an **Establishment**. You can also assume that the establishment process generally needs further explanation, so let your Desk Officer know what you are planning to do next in the **Comments** field. After the CMO adds any comments or dates, they save the changes with the **Save** button. Several emails go back and forth between the CMO and Desk Officer because whenever anyone saves a change to a consultation record, the system again generates e-mail to the usual suspects.

Address: http://www.fido.gov/facadbasedatabase/consultations.asp?ID=18959

FACA Database at FIDO GOV

Consultations Information

Home Up Logon Search Help Public Access Score 300

VA 16571-VA Vocational Rehabilitation and Employment Task

Upload Charter to FACA Database

[View Charter](#)

Save Changes Save & Close Delete Mark Complete List

ConsultNo: 1

ConsultType: Establishment

ReceivedDate: 3/12/2003 4:46:00 PM

ConcurredDate: 3/12/2003

CharterDate: 4/23/2003

CharterTerminated:

CMORemarks: The Task Force will terminate not later than one year after it is e

Save Changes Save & Close Delete Mark Complete List

The **Consultation** button, which is found on each committee's **Committee Menu** page, is also used for Renewals, Re-establishments, Amendments, and Terminations. The **Consultation** page includes the **Upload Charter to FACA Database** button. Charters can be uploaded so they can be displayed on the online system if they have been saved as a file in a word processing format like **.doc**, **.txt**, **.rtf**, or saved as a **.pdf** file, and if they have been saved in a folder accessible to your computer.

## Emails Addresses

The **Get Emails** link displayed in the **Tools** group provides different combination of email addresses. These emails belong to the agency users of the online system. The emails are found in the user profiles and the DFO page data and the CMO page data kept in the online system. This information extends beyond the formal agency DFO list to everyone with responsibility for data management from the agency in the system that has been given a login or otherwise added to the system list, including decision makers, supervisors, and administrative staff. We expect a contact list like this to become more and more useful, so it is best to urge everyone to keep his or her information up-to-date.



The screenshot shows the 'FACA Database' website interface. At the top, there is a navigation bar with links for 'Home', 'Up', 'Search', 'Help', 'Score 300', 'FY2003', and 'kfcmo CMO'. Below this, the main heading is 'Get Email Addresses for:'. A list of filter options is provided, each as a blue underlined link: 'CMO's Only', 'DFO's Only', 'GFO's Only', 'CMO's and GFO's', 'CMO's and DFO's', 'GFO's and DFO's', and 'All Addresses'. At the bottom of the page, there is a footer area containing visitor information (Visitor 168817), a statement that the site is brought to you by GSA and 80/20 Data Company, support team names (Dr. Kennett Fussell, Bruce Troutman), a 'Security and Privacy Notice' link, and the GSA logo.

## Manage Groups

Larger agencies often manage and report their advisory committees in significant sub-group breakdowns in addition to the Agency-Wide Totals. The Department of Defense often has a need to report about committees concerned with Army issues separate from Navy issues. The [Manage Groups](#) link opens a module that allows



**FACA Database**  
Committees and Groups Management  
Home Up Search Help Score 300 FY2003 kfcmo CMO

Add a Group Add Committee to a Group

Group Name	Committee Name
VA-National Cemeteries Administration	Advisory Committee on Cemeteries and Memorials (1328)
VA-Office of the Secretary	Advisory Committee on Minority Veterans (1983) Advisory Committee on Women Veterans (1332)
VA-Veterans Benefits Administration	Advisory Committee on Former Prisoners of War (1330) Professional Certification and Licensure Advisory Committee (10724) Veterans' Advisory Committee on Education (28) Veterans' Advisory Committee on Environmental Hazards (1352) Veterans' Advisory Committee on Rehabilitation (48)
VA-Veterans Health Administration	Advisory Committee on Prosthetics and Special-Disabilities Programs (33) Advisory Committee on Structural Safety of Department of Veterans Affairs Facilities (34) Advisory Committee on the Readjustment of Veterans (1331) Chiropractic Advisory Committee (13812) Department of Veterans Affairs Voluntary Service National Advisory Committee (195) Geriatrics and Gerontology Advisory Committee (64) Medical Research Service Merit Review Committee (2017) National Research Advisory Council (5293) Rehabilitation Research and Development Service Scientific Merit Review Board (2019) Research Advisory Committee on Gulf War Veterans' Illnesses (5294) Research and Development Cooperative Studies Evaluation Committee (2018) Scientific Review and Evaluation Board for Health Services Research and Development Service (2018) Special Medical Advisory Group (1351)

Add a Group Add Committee to a Group

a CMO to create a useful sub-group name (National Park Service) and then attach advisory committees from the agency to the sub-group.

The **Add a Group** button allows the creation of a new group. Committee Management



**FACA Database**  
Add New Group  
Home Up Search Help Score 300 FY2003 kfcmo CMO

New Group Information (\* = Required)

\*Please Enter New Group Name |VA-

Check Name Availability

has established a standard naming convention in that all new groups will have the agency abbreviation as an initial prefix (see the screen-shot). We leave the rest of the group name to your needs and imagination. It helps when creating group names to remember that our online system has a **public** access component. Any new group names should be distinct and intelligible to the small remaining public part of the US population that does not have a military or government work experience.

The **Add a Committee to a Group** button allows the CMO to add an agency committee to an existing agency group. The process involves selecting a single committee, selecting a single group name, and then clicking the Save button. To add a second committee to a new group the same sequence is repeated. This may appear tiresome if you are creating a new group with 50 committees, but it only has to be done once. Newly created committees can be added to existing groups the same way. While we have hopefully made the process of adding groups, and committees to groups, easy, careful thought should precede the willy-nilly creation of groups of committees. One reason for care is that we have not provided a way for the CMO to remove a committee from a group or a group from an agency. This remains a manual operation, although “terminated” committees are automatically dropped from the group the year after the committees are terminated.



## Manage Users

The **Manage Users** link displays the list of agency users and their access rights on the

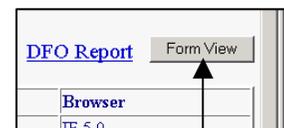
#	Logon	Email	Level	Access	Start	End	Active	Last Logon	Browser
<u>1</u>	ahawkinsFmw*	anthony.hawkins@mail.va.gov	DFO	2	11/3/1997	8/20/2002	No	11/23/2001 2:44:41 PM	IE 5.0
<u>2</u>	arosen	vreatrose2@vba.va.gov	DFO	2	8/20/2002	12/31/2004	Yes	1/7/2003 9:09:27 AM	IE 5.0
<u>3</u>	ayoung		DFO	1	11/3/1997	10/14/1999	No	12/9/1998 10:07:01 AM	Unknown Unknown
<u>4</u>	bfawley		DFO	2	10/14/1999	12/31/2000	No	12/15/1999 2:37:31 PM	IE 4.0
<u>5</u>	bgoodworth		DFO	1	9/30/1998	10/14/1999	No	12/4/1998 2:35:59 PM	Netscape 3.0
<u>6</u>	boliver		DFO	1	11/3/1997	2/28/1999	No	1/23/1998 5:51:20 PM	IE 3.01
<u>7</u>	brobinson	Laverne.Cooper@mail.va.gov	GFO	1	12/14/1999	12/31/2001	No	12/15/1999 10:34:57 AM	IE 4.0
<u>8</u>	bt	paige.lowther@mail.va.gov	DFO	2	1/1/1997	1/1/2000	No	2/12/1999 12:23:59 PM	Netscape 4.00

system. After the Committee Management Secretariat staff gives the user CMO status on the system, the CMO can

- Add users at the GFO and DFO levels of use and assign them a group or a committee,
- Control whether users can edit the current year’s data,
- Limit when a user will have access to the system, and
- Look up the user’s password.

<u>1</u>	ahawkinsFmw*	DFO
<u>2</u>	ayoung	DFO
<u>3</u>	bfawley	DFO
<u>4</u>	bgoodworth	DFO
<u>5</u>	boliver	DFO

By clicking the hot link, which is the underlined number at the left of the row of user information (see the screenshot to the



left), or by clicking the **FormView** Navigation Button (see the screenshot to the right), the CMO displays a user record to edit. The **Form View** Button displays the first record in the list in a form. The records are reviewed alphabetically. The **Hot Link** displays the record of the user identified in the **Logon** field. The **DFO Report** link displays all the user data in a list view.

## User Form Rules and Codes to Assign User Rights

On the **User Form** the CMO will find buttons to **Filter** for a specific Logon, **Save** an edited record, add a **New** user, and return to the **User List**, but the CMO will not find a button to delete a user. Once a user is added to the system, they are kept in the system forever so that there is an audit trail regarding who created or edited the data in this record of the system.

The screenshot shows the 'Users Form' interface for the 'Department of Veterans Affairs'. At the top, there are navigation links: Home, Up, Search, Help, Score 300, FY2003, and kfcmo CMO. Below this, there are buttons for Filter, Save, New, and Users List. The form fields are as follows:

- Logon:** ahawkinsFirm (with an arrow pointing to the button above)
- Password:** tony1119 (with an arrow pointing to the button above)
- First Name:** Anthony
- Last Name:** Hawkins
- Phone:** (202) 273-6708
- Permission Level:** DFO (dropdown)
- Permission Access:** 2 (dropdown)
- Start Date:** 11/3/1997 (with a note: e.g. 11/5/1998)
- End Date:** 8/20/2002 (with a note: e.g. 11/5/1998)
- Active User:** No (dropdown)
- Email:** anthony.hawkins@mail.va.gov
- DFO Committee:** Advisory Committee on Minority Veterans (dropdown)
- GFO-Group:** (dropdown)

At the bottom, there are pagination buttons: First Page, Prev Page, Next Page, and Last Page.

The personal identification information is displayed in a profile form when the new user logs on. When adding a new user, the CMO should focus on the logon, password and the user's access rights. The DFO and GFO will have an opportunity to complete any contact-information-fields that are left blank in the user profile form when they first logon.

**The rules and codes regarding the user information and access rights (permission levels) follow.**

<b>Logon</b>	ayoung
<b>Password</b>	mk79DR@&

- 1) The user's **Logon** name and **Password** together form a unique key field that is not duplicated in the system. The username (**Logon**) should normally be in the form of the user's government email address, but the logon can be a combination of the first letter from the first name and the full last name if necessary. The actual user should be identifiable and recognizable from the username.
- 2) The **Password** can be any combination letters, numbers, symbols, characters, and case of up to 16 positions long. The password can be duplicated in the system with other users' passwords. However, if the individual user has more than one login, each of the individual user's passwords associated with each login must be unique. Passwords are generally a system's weakest point of defense from unwanted intrusion, so, unfortunately, the best password is such a complicated combination of letters, numbers, characters, and symbols that you will never be able to remember it.

Phone	
Permission Level	DFO
Permission Access	DFO
Start Date	11/3/1999

3) The CMO can add users at two **Permission Levels**, GFO and DFO. The DFO can only view and edit their single committee when logged on, the GFO can view and edit all the committees in their assigned group.

Permission Access	1
Start Date	2

4) **Permission Access** is either read-only: 1, or edit: 2. A user needs a Permission Access of 2 (EDIT) to make changes to the data and add new information.

5) The **Start Date** is the earliest date that a user can logon and the **End Date** is the last date that a user can logon.

Start Date	11/3/1997	e.g. 11/5/1998
End Date	10/14/1999	e.g. 11/5/1998

Active User	No
E-Mail	No
DFO Committee	

6) The **Active User** can be set to “Yes” or “No”. This field is used to turn a user’s logon rights on or off without having to change all the other settings. Committee Management Secretariat regularly switches the Active User setting to no for users who have not logged in for a full year.

7) The **Committee** for which the DFO user is responsible can be set from the “DFO Committee” pull-down. The pull down list will display all the possible committees for the agency. To select the DFO’s committee, the CMO clicks on the correct committee.

E-Mail	
DFO Committee	Advisory Committee on Cemeteries and Memorials
GFO-Group	Advisory Committee on Cemeteries and Memorials
First Page	Pre
Visitor	This site
117447	Webmaster

DFO Committee	Advisory Committee on Cemeteries and Mem
GFO-Group	
First Page	Pre
	VA-National Cemeteries Administration
	VA-Office of the Secretary
	VA-Veterans Benefits Administration
	VA-Veterans Health Administration

8) The CMO can assign a GFO to an existing group. The CMO must set up a group before a GFO can be assigned to that group. The CMO should click “Save” before leaving the page

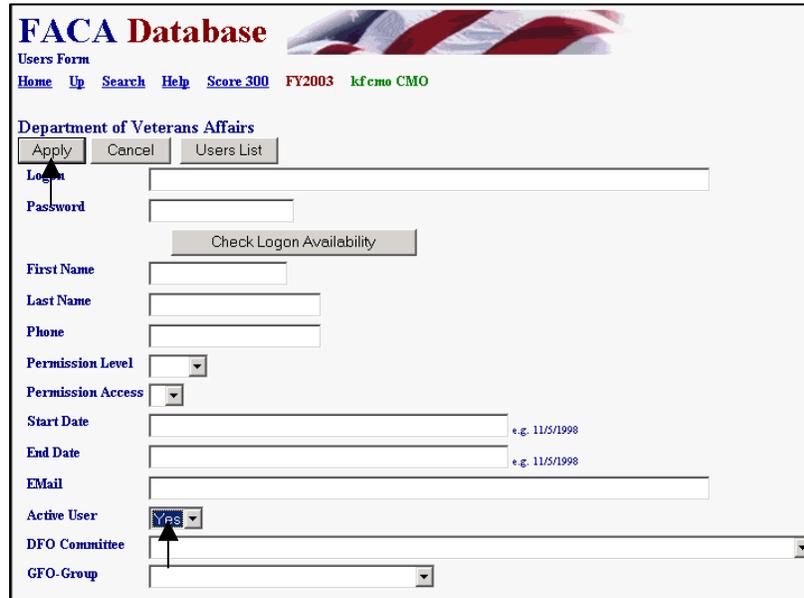
after completing any changes to a user form.

Filter	Save	New	Users List
--------	------	-----	------------

The **Filter** button on the **User Form** displays a filter page so that the CMO can quickly find a user record based on the most relevant criteria. The **New** button displays a blank data entry page for adding a new user. The CMO returns to the full read-only **User List** page with the **Users List** button.

## Filtering for Specific Users

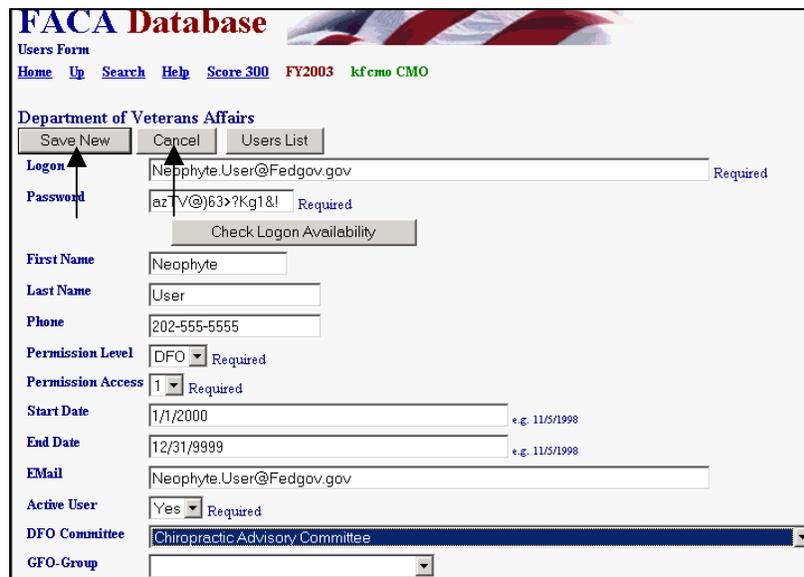
To use the Filter page, the CMO selects criteria like **Yes** for the **Active User** text box and clicks the **Apply** button. The **Cancel** button cancels the **Filter** page.



The screenshot shows the 'FACA Database' Users Form for the Department of Veterans Affairs. The form includes fields for Logon, Password, First Name, Last Name, Phone, Permission Level, Permission Access, Start Date, End Date, Email, Active User (set to 'Yes'), DFO Committee, and GFO-Group. The 'Apply' button is highlighted with an arrow, indicating the action to filter the user list.

## Saving New Users

The CMO fills in all the contact information and applies the permissions and rules to create a new user, finally “saving” the information on the new user by clicking the **Save New** button. The CMO can abandon the new record at any time before the “SAVE” action by clicking the **Cancel** button. If the CMO suspects that they are creating a duplicate logon combination, they can fill in the **Logon** and **Password** and click the **Check Logon Availability** button. The system may overreact quite negatively if you attempt to create a duplicate user, so cover your eyes before you click the **Save New** button in doubtful situations.



The screenshot shows the 'FACA Database' Users Form for the Department of Veterans Affairs. The form is filled out with the following information: Logon: Neophyte.User@Fedgov.gov (Required); Password: az!V@)63?Kg1&! (Required); First Name: Neophyte; Last Name: User; Phone: 202-555-5555; Permission Level: DFO (Required); Permission Access: 1 (Required); Start Date: 1/1/2000; End Date: 12/31/9999; Email: Neophyte.User@Fedgov.gov; Active User: Yes (Required); DFO Committee: Chiropractic Advisory Committee; GFO-Group: (empty). The 'Save New' button is highlighted with an arrow, indicating the action to save the new user.

## The End of FY group

Generally, CMOs and the Committee Management Secretariat have the need during the first quarter of any new

FY to continue to manage the advisory committee process for the current FY. At the same time, they need to finalize and verify the data reported for the Fiscal Year that was just completed. While advisory committees are a continuous and ongoing fact of government, the Congress in the Federal Advisory Committee Act requires that each individual FY of each Advisory Committee's life be treated as a separate, discrete, reportable unit. When we are involved in that period, there are several additional links found in the **End of FY** group to support the completion of that process while trying to avoid confusion. The added links are usually somewhat intuitive, and the CMOs receive regular and inundating communications from Committee Management about how to use the links and treat the reporting period. You should check the online help at that time for updated versions of this help manual that has a section speaking directly to the use of the added links.

## The Committee List page and Committee Name Hyperlinks

The CMO has complete editing rights to all the committee data. Changes to the pages are made, and meetings, reports, and members are added by linking to the correct data entry page through the **Committee Menu** page. The CMO reaches the **Committee Menu** page via the **Committee Name** hyperlink from the **Committee List** page.

The Committee List page also keeps the CMO informed of the last time a committee's data was updated. The data validation status for completing the reporting year is managed by means of the date stamps in the **DFODate**, **GFODate**, and **CMODate** columns.

For further data entry directions, the [DFO System Manual](#) has a complete explanation of the [Committee Menu](#) page options. The links shown in this manual may be able to display that manual if you have opened this document in Microsoft Word. The menu options include

- [General Info](#),
- [Recommendations](#).
- [Reports](#),
- [Meetings](#),
- [Costs](#),
- [Justifications](#),
- [Members](#),
- [Sub-Committees](#),
- [Performance Measures \(ACR\)](#)
- [Committee Report](#),
- [DFO Info](#),
- [GFO Info](#),
- [CMO Info](#),
- [Committee Decision Maker](#),
- [View Charter](#),
- [Web Site](#),
- [Mark Verified](#), and
- [Consultations](#).



FACA Database at FIDO GOV

Consultations Information

[Home](#) [Up](#) [Logon](#) [Search](#) [Help](#) [Public Access](#) [Score 300](#) [FY2004](#) [kf cmo CMO](#)

VA 2017-Joint Biomedical Laboratory Research and Development and Clinical Science Research and Development Services Scientific Merit Review Board

Upload Charter to FACA Database

[View Charter](#)

ConsultationsID	ConsultNo	ConsultType	ReceivedDate	ConcurredDate	CharterDate	CharterTerminated	CMOREmarks
<a href="#">Edit</a>	5	Renewal	1/6/2004	1/7/2004	6/17/2004		Name change reflects Medical Research Service Merit Review Committee into new Joint Biomedical Laboratory Research and Development and Clinical Science Research and Development Services Scientific Merit Review Board
<a href="#">Edit</a>	4	Renewal	8/28/2001	8/29/2001	3/12/2002	3/12/2004	Minor changes: reduction of operating costs from \$981,489 to \$974,802; FTE from 4.5 to 4.6
<a href="#">Edit</a>	3	Renewal	4/12/1999	4/13/1999	6/7/1999	6/7/2001	
<a href="#">Edit</a>	2	Renewal	5/23/1997	5/23/1997	6/5/1997	6/5/1999	
<a href="#">Edit</a>	1	Establishment	5/12/1995	5/12/1995	5/25/1995	5/25/1997	

You may remember from our discussion long ago and many pages above, when the CMO views the Committee Menu page from their logon, the CMO sees a link ([Consultations](#)) that is not available to the DFO. The CMO can edit all data (consistent with the system's security and design), but sometimes changes have to be made on a different page than the page that displays the information. An example is that some **General Information** page data can only be updated through the **Consultation** page by the CMO.

## The Rest of the Story

There are many other features and reports available to assist the CMO in the FACA Database online system, most of which are found and described in the [Public System](#) part of the manual. All of the features and reports are only as useful and accurate as the data is kept up-to-date. This task falls primarily to the DFOs or their designees. Keeping the system up-to-date whenever the committee data changes transforms the FACA database into a highly sought commodity in government: a useful, interagency data sharing and management tool. The FACA Database online system has been available since 1997. It is a living system in the sense that it has grown in usefulness and functionality (and size) every year that it has existed. Some of the improvement is due to the improved technology of the Internet, and a little can be counted due to the increasing skill of the development team. However, most of the improvement is due to the feedback, patience, and willingness of the users to participate both in the development process and with on-line record keeping. The FACADatabase is truly a shared system that belongs to all of us.